



WASHINGTON STATE PARKS & RECREATION COMMISSION
FINANCE AND CONTRACTS

CONTRACT OPPORTUNITY

REQUEST FOR QUALIFICATIONS

PROPOSALS WILL BE ACCEPTED FOR THE FOLLOWING:

Twin Harbors State Park Campground Planning, Design, and Permitting Project: 1) Wetland and hydrology studies and reports; 2) Biological evaluation; and 3) Environmental and Land Use Permitting

The Washington State Parks & Recreation Commission is seeking consultant services to gather environmental information and develop site plans, permit application materials, and construction documents (e.g., construction drawings and specifications) for a project that will renovate and relocate parts or all of the Twin Harbors State Park campground.

LOCATION:

Twin Harbors State Park is 20 miles west of Aberdeen and 3 miles south of Westport on State Route 105 in Grays Harbor County.

ESTIMATED BID RANGE: (If applicable) Unknown	BIDS ACCEPTED THROUGH: 3:00PM	DAY: Tuesday	DATE (MM/DD/YYYY): 02/06/2007
NA: TIME: DAY: DATE: AT:			

VOLUNTARY MWBE GOALS: The following voluntary numerical MWBE participation goals have been established for this invitation: MBE 10% WBE 4%

These goals are voluntary, but achievement of the goals is encouraged. However, unless required by federal statutes, regulations, grants, or contract terms referenced in the contract documents, no preference will be included in the evaluation of bids, no minimum level of MWBE participation shall be required as a condition for receiving an award or completion of the contract work, and bids will not be rejected or considered non-responsive on that basis. Bidders may contact OMWBE at (360) 753-9693 to obtain information on certified firms.

The State reserves the right to accept or reject any or all proposals and to waive informalities.

The Washington State Parks and Recreation Commission is an affirmative action, equal opportunity employer. The successful bidder must abide by the Affirmative action and Equal Employment Opportunity policies of the Washington State Parks and Recreation Commission.

Sites may not be fully accessible to people with disabilities. Please contact the Commission at the phone numbers below at least five days prior to the scheduled dates if special accommodations are required for your attendance.

PROJECT INFORMATION AVAILABLE FROM:

Washington State Parks and Recreation Commission
Parks Development Service Center
Attn: Brian Hovis, RFQ Coordinator
7150 Cleanwater Drive SW, Olympia WA 98504-2650
Phone: (360) 902-8635
OR e-mail: Brian.hovis@parks.wa.gov
Telecommunication Device
For the Deaf Number: Parks Development (360) 664-3134

STATE OF WASHINGTON

Washington State Parks and Recreation Commission (Commission)

Request For Qualifications (RFQ)

RFQ Title:	Twin Harbors State Park Campground Planning, Design, and Permitting Project: 1) Wetland and hydrology studies and reports; 2) Biological evaluation; and 3) Environmental and Land Use Permitting
RFQ Purpose & Intent:	The purpose of this RFQ document is to provide the Commission with a list of qualified Vendors interested in and capable of providing the required services as described herein. As a result of the Vendor responses to this RFQ, the Commission may select the top scoring respondents for direct interviews. Release of this RFQ does not obligate the State of Washington or the Commission to take any further actions.
Response Due Date:	This solicitation is open from <u>January 11, 2007</u> through <u>February 6, 2007</u> . All responses, whether mailed or hand delivered, must be received no later than <u>3:00 PM Pacific Time, Tuesday, February 6, 2007</u> . Late, faxed or electronically mailed responses <u>will not</u> be accepted.
Submit Response to:	Brian Hovis, RFQ Coordinator Washington State Parks and Recreation Commission 7150 Cleanwater Drive SW Post Office Box 42650 Olympia, Washington, 98504-2650 Reference: Twin Harbors State Park Campground Planning, design and Permitting Project RFQ
Vendor Eligibility:	The solicitation is open to those individuals or organizations that satisfy the qualifications stated herein.

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1 INTRODUCTION

1.1 Procurement Schedule

The schedule listed below contains estimated dates of the activities related to this Request for Qualifications (RFQ). In the event it is necessary to significantly revise any portion of the schedule, a written amendment will be issued to all prospective Vendors who have made contact with the agency.

Estimated Schedule of Events

The Schedule below is approximate, after the stated vendor response due date.

Item	Completion Date
Advertise Request for Qualifications (RFQ) to prospective contractors	January 11, 2007
Vendor responses due	February 6
Vendor Evaluations	February 6-21
Phase 1 – Administrative Screening	February 6-8
Phase 2 – Scoring by Teams	February 9-13
Phase 3 – Interview with Project Manager Candidates (Optional)	February 14-15
Phase 4 – Reference Verification	February 15-16
Phase 5 – Executive Review	February 19-21
Announce Apparent Successful Contractor	February 21
Hold Prospective Contractor’s Debriefing Conferences	February 22-23
Contract Negotiations & Signing	February 26-28
Contractor Implementation Work Begins	March 1
Completion of Project	June 30, 2009

1.2 Introduction and Project Purpose

Washington State Parks & Recreation Commission, hereinafter referred to as the “Commission” or “Agency”, seeks to gather environmental information and develop site plans, permit application materials, and construction documents (e.g., construction drawings and specifications) for a project that will renovate and relocate parts or all of the Twin Harbors State Park campground.

The Commission is seeking contractual assistance to carry out all necessary and appropriate work to meet the project purpose. The Commission requires professional assistance from an independent, outside party with the appropriate qualifications and experience to team with staff on those aspects of the project where capability does not generally exist within current staff resources.

1.3 Agency Mission

The Commission acquires, operates, enhances, and protects a diverse system of recreational, cultural, historical, and natural sites. The Commission fosters outdoor recreation and education statewide to provide enjoyment and enrichment for all and a valued legacy to future generations. To learn more about the Commission, visit our Internet website: <http://www.parks.wa.gov/>

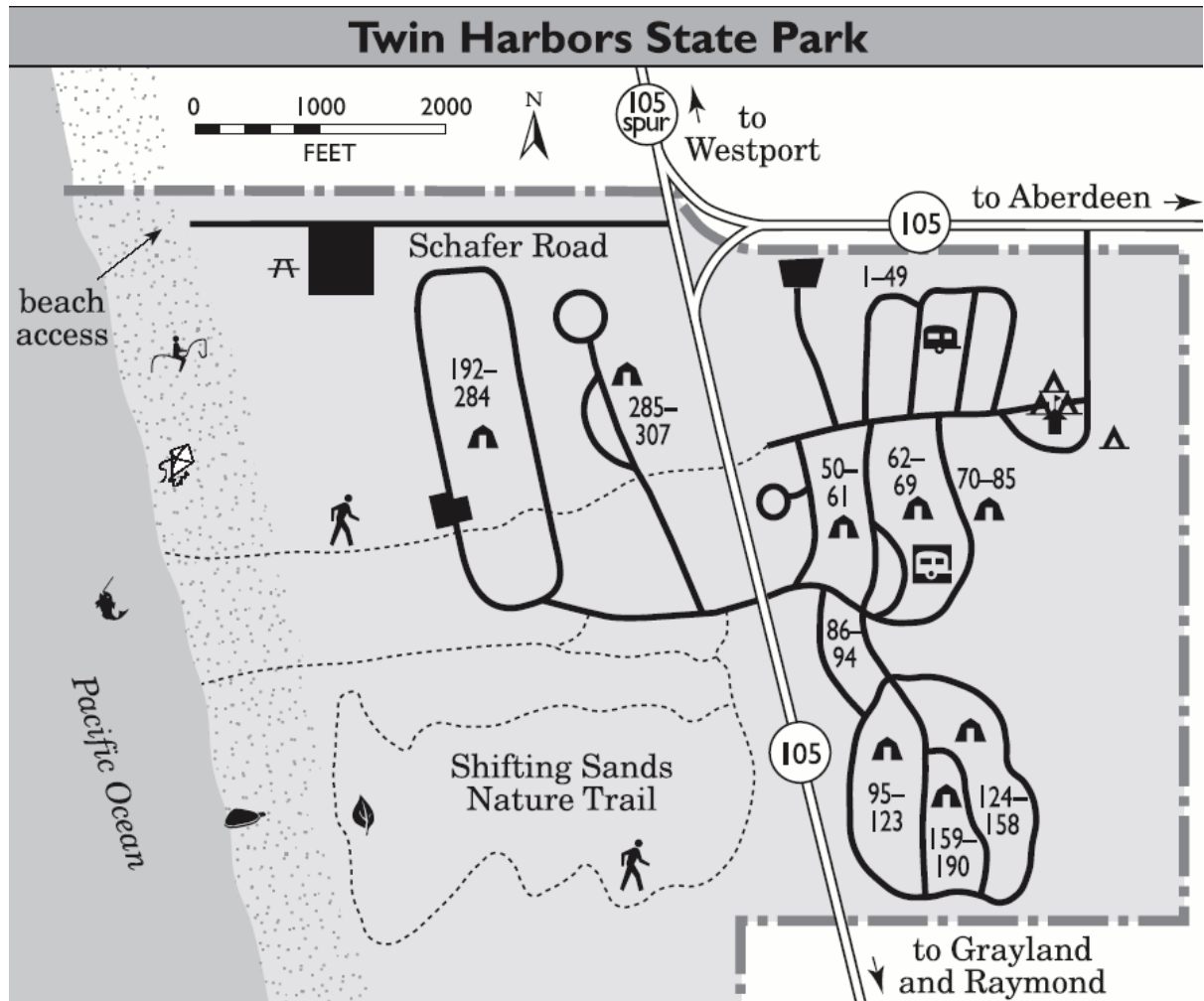
1.4 Current Situation

Twin Harbors State Park is 20 miles west of Aberdeen and 3 miles south of Westport on State Route 105 in Grays Harbor County. The park is 231.2 acres with 3,414 feet of ocean shoreline.

Camping at the park is divided by Highway 105. The park has more campsites than any other Washington state park. There are 284 campsites of the following types.

Types of campsites and description	Totals
Standard campsites (Without water, electricity and sewer. With access to restrooms and showers)	238
Utility sites (With water, electrical and sewer. With access to restrooms and showers)	42
Primitive (Smaller sites without water, sewer and electricity. Served only by a vault toilet)	4

The campground is configured as shown in this diagram:



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 Please report any corrections or changes to margeted@Comcast.net

Flooding at Twin Harbors State Park is a problem. Some campsites regularly flood and also are close to wetlands. In addition, Twin Harbors State Park is one of the older Washington state parks and needs a makeover. Many of the utilities and buildings need or will need major upgrades in the near future.

The visitor experience needs improvement. Customers complained about campsites being too close together, a lack of campsite utilities and many said that the park should be more like the newly improved Grayland Beach State Park.

There is currently a planning process underway for the South Beach Area, including Twin Harbors State Park. The campground project will begin before the entire planning process has been completed. See <http://www.parks.wa.gov/plans/southbeacharea> .

1.5 Project Description and Scope

The following project scope is preliminary and general. The agency is seeking contractual assistance to refine this into a detailed scope of work, identify that which can and should be done under contract, and then perform the necessary work.

At this time State Parks is hoping to move as many campsites as possible out of the routinely flooded areas on the east side of the highway to an undeveloped area south of the existing campground on the west side of the highway. There could also be a reduction in the number of campsites on the east side of the highway.

The area of the relocated campsites on the east side of the highway would be returned to native vegetation, with drainage patterns restored. Public access would be through multi-use trails. Remaining campsites on the east side of the highway would be improved to provide a better visitor experience.

The project would be completed in two phases.

1. West side of Highway 105
 - a. Create a new campground south of the existing campground.
 - b. Renovate the existing campground.
2. East side of Highway 105
 - a. Renovate the existing campground
 - b. Eliminate campsites within wetland areas and restore natural processes to those wetlands.

The first phase contains the following deliverables:

Site Planning Deliverables (and approximate period of work)

- A. Wetland delineation, biological evaluation and hydrology reports for both sides of the highway. Reports may be combined.
- B. Maps showing wetlands and other important features compatible with both ArcMap 9.2 and AutoCad 2006. (May 2007)

Environmental and Land Use Permitting Materials

- C. Environment and land use planning. Prepare all documentation necessary to apply for local, state and federal land use permit approvals, including Shoreline Substantial Development Permits, County Conditional Use Permits, County Zoning Approvals, Hydraulic Permit Application, County Flood Plain Development permits are anticipated for phase one. (July or August 2007) Phase two permit applications may also be submitted at that time.
- D. Prepare all SEPA and NEPA documentation necessary to receive permits for developments described above.

As lead on this project, the Commission seeks a project manager who is expert in restoration project associated with wetlands and permitting construction projects near wetlands. The project manager should have strong site planning skills, and may bring a professional background as a park planner, landscape architect or engineer. The project manager should have strong writing and editing skills. First and foremost, the Commission seeks a project manager who, and a firm that, demonstrates creativity and sensitivity in design.

The project manager will work closely with the project lead at State Parks. If the project manager lacks any of those qualities, then additional individuals bringing those skills should be added to the consultant team.

State Parks will be able to provide the following data:

- Vegetative community surveys for Twin Harbors State Park
- Flooding reports for the park and surrounding area.
- Elevation data obtained from surveys for the west side of the highway.

1.6 Project Funding

Funding for the project is from several sources. Any money spent on design and permitting reduces monies available for construction. Thus, the Agency is seeking creative ways to efficiently meet project purposes.

1.7 Vendor Partnerships

This is a park site planning, architectural design, and permitting project, and the Agency is looking for assistance from a contractor that can perform all functions necessary to complete that work. Any firm that can provide a part of the services in this contract is encouraged to contact other interested firms in the hopes of putting together a project team of skilled project managers and specialists. A list of Vendors who have received notification of this RFQ is available upon request from the RFQ Coordinator.

1.8 Minimum Qualifications

To be qualified to respond and be considered responsive; Vendors must possess the capabilities as described herein. Vendors must be or become licensed to do business in the State of Washington.

1.9 Expected Result

The purpose of this RFQ document is to provide the Commission with a list of potential Vendors interested and capable in providing the required services as described herein. As a result of the Vendor responses to this RFQ, the Commission will select the top scoring respondents and may interview one or more of them. The Commission reserves the right to commence negotiations immediately with the top scoring respondent.

1.10 Acquisition Authority

The legal authority for architectural and engineering services contracts is established in Chapter 39.80 RCW. Acquisition authority resides with the Commission. Under the provisions of Chapter 39.80 RCW, this architectural and engineering contract is required to be reported to the OFM.

1.11 No Obligation to Contract

This RFQ does not obligate the State of Washington or the Commission to contract for services specified herein. The Commission reserves the right at its sole discretion to reject any and all responses received without penalty and not to issue any solicitation document or contract subsequent to this RFQ. Release of this RFQ does not obligate the State of Washington or the Commission to take any further actions.

1.12 Performance Based Contracting

Any contract which may arise from this RFP will be contain incentive and/or penalty clauses. Vendors should be prepared to supply reasonable incentives and/or penalties if they are awarded the contract.

1.13 Definitions and Acronym Glossary

- A. **Agency / Commission:** The Washington State Parks and Recreation Commission is the agency of the State of Washington that is issuing this RFQ.
- B. **Business Days and Hours:** Monday through Friday, 8:00 AM to 5:00 PM to recognize non-maintenance hours of operation), local time Olympia Washington, except for holidays observed by the State of Washington.
- C. **OFM:** Washington State Office of Financial Management
- D. **QV:** Qualified Vendor; a Vendor who has responded to this RFQ and has been determined to be qualified to provide services as described herein. .
- E. **RCW:** The Revised Code of Washington (Washington State codified laws)
- F. **RFQ:** The Request for Qualification used as a solicitation document in this procurement, as well as all amendments and modifications thereto.
- G. **Vendor:** *[Vendor's Name]*, its employees and agents. "Vendor" also includes any firm, provider, organization, partnership, individual, or other entity responding to this RFQ. It shall also include any Subcontractor retained by Vendor as permitted under the terms of this RFQ.

2 GENERAL INFORMATION

2.1 RFQ Coordinator

The RFQ Coordinator is the sole point of contact for this procurement. All communication between the Vendor and Commission, upon receipt of this RFQ, shall be with the RFQ Coordinator as follows:

Brian Hovis, RFQ Coordinator

Washington State Parks and Recreation Commission
7150 Cleanwater Lane
Post Office Box 42650
Olympia, Washington, 98504-2650

Email: Brian.hovis@parks.wa.gov

Phone: 360.902.8635

Contact the RFQ Coordinator if you have any questions or concerns regarding this procurement. Vendors are to rely on written statements issued exclusively by the RFQ Coordinator. Communication directed to, or from, parties other than the RFQ Coordinator will be considered unofficial and non-binding and will have no legal bearing on this RFQ or subsequent actions.

2.2 Responsiveness & Responsibility

All responses will be reviewed by the RFQ Coordinator to determine compliance with administrative requirements and instructions as specified herein. Vendors specifically notified that failure to responsively and responsibly comply with any part of the RFQ may result in rejection of their response. The Commission reserves the right, however, at its sole discretion to waive minor administrative irregularities.

2.3 Proprietary Information

It is a vital state interest to protect the integrity of the contracting process. As such, the Commission will not, in order to so protect, disclose any responses before a contract is signed. This will ensure fair competition without undue advantage to any Vendor leading to private gain and public loss.

Any document(s) or information which the Vendor believes is exempt from public disclosure (RCW 42.17.310) shall be clearly identified in their response and placed in a separate envelope marked with RFQ number, Vendor's name, and the words "Proprietary Data" along with a statement of the basis for such claim of exemption. Marking of the entire response as "Proprietary" by the Vendor will not be honored. The state's sole responsibility shall be limited to maintaining the above data in a secure area and to notify Vendors of any request(s) for disclosure within a period of five (5) years from date of award. Failure to so label such materials or failure to provide a timely response after notice of request for public disclosure has been given shall be deemed a waiver by the Vendor of any claim that such materials are, in fact, so exempt. Confidentiality is available only to the limited extent allowed in state law. The Commission may choose to disclose despite information being marked as confidential.

It is understood that all responses received become part of the Commission's official procurement file without obligation to the responding Vendors.

3 RESPONSE CONTENTS

Vendor responses must be submitted in accordance with Section 3.1. Tabs must be used to separate major sections of the paper copy of the Vendor's response. The three major sections of the response are to be submitted in the order noted below:

- 1 Letter of Submittal (Vendor to provide, 3 page maximum)
- 2 Required Vendor Information (Attachment B)
- 3 Statement of Qualifications (Attachment C)

Vendors must provide information in the same order as presented in this document with the same headings. Each section must be addressed to clearly demonstrate a Vendor's qualifications to fulfill the proposed services. Vendors are responsible for ensuring that responses are complete and understandable by evaluators. Incomplete or vague responses that do not adequately demonstrate that the Vendor's response meets these requirements may be considered non-responsive and may be rejected.

The responses require information, as defined below. All requested information is mandatory. The Commission will select the top scoring Vendors for the pre-qualified solicitation pool based upon satisfaction of all of the requirements described below for the Statement of Qualifications (SOQ).

The sole scored area for this RFQ is the SOQ. Vendor capabilities will be evaluated based upon responses to Attachment C.

Failure to provide adequate information to demonstrate to the evaluators that your firm meets the requirements shall constitute grounds for disqualification and shall be established by any of the following conditions:

- The Vendor states a requirement cannot be met.
- The Vendor fails to include information requested.
- The Vendor fails to include sufficient information to substantiate that a given requirement can be met.

3.1 Response Submission Format

Successful responses must contain **one (1) entire original paper version and four (4) paper copies.**

Clearly mark your response: Twin Harbors State Park Planning, Design and Permitting Project RFQ, Attention: Brian Hovis, RFQ Coordinator. **All responses, whether mailed or hand delivered, must arrive at the address no later than the date and time indicated on the cover page of this RFQ.**

All responses and any accompanying documentation become the property of the Commission and will not be returned. Responses submitted late, by fax, or by other electronic means including E-mail, will not be accepted and will be considered non-responsive.

The original paper version, and all other paper copies, of the response must be on eight and one-half by eleven (8-1/2 x 11) inch paper and bound/secured with tabs separating the major sections of the Vendor's response. Please refer to Attachment A, Checklist for Contents and Responsiveness, which has been designed and organized as a template for the preparation of responses. Responses that fail to follow the outline or use the templates may be considered non-responsive and may not be considered.

Note: In a joint effort to save costs, reduce waste and produce energy savings, Vendors are encouraged to use double-sided printing and recyclable materials. Vendors are highly encouraged to refrain from submitting RFQ responses in 3-ring binders or other non-recyclable presentation folders.

3.2 Letter of Submittal

A Letter of Submittal indicating acknowledgment of the RFQ, and any amendments issued, must be signed and dated by a person authorized to legally bind the Vendor to a contractual relationship, e.g., the President or Executive Director of a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. It must not exceed 3 pages in length.

3.3 Required Vendor Information

Please provide the required Vendor information in the order and format provided in Attachment B. Failure to respond to each requirement may disqualify the Vendor from further participation in this RFQ. Copy the format for multiple entries as necessary to respond to each element of required information.

4 EVALUATION

The purpose of this RFQ is to select Vendors for inclusion in a pool of pre-qualified Vendors which will then result in the selection of a Vendor to enter into a contract to provide services as described herein. A Vendor's presence in the pool, in a particular category at a particular skill level, shall reflect that the Vendor has:

- Submitted a responsive and responsible RFQ response; and
- Has had no termination for performance deemed significant by the Commission in the past three- (3) years; and
- Been evaluated and scored against the Statement of Qualifications criteria in this RFQ; and
- Achieved an overall evaluation score as one of the top scoring Vendors.

4.1 Evaluation Process

Responses will be evaluated strictly in accordance with the requirements set forth in this RFQ and any amendments that may be issued. All responses, including the Letter of Submittal and Vendor Required Information in Attachment B, will be reviewed by the RFQ Coordinator for completeness and compliance with the administrative requirements and instructions specified in this RFQ. Responsive and responsible responses will advance to the evaluation team. The Commission may, upon completion of the evaluations of the written SOQs, conduct an in-person interview with the project managers of the highest scoring firms. Vendors should be prepared to have their project manager available for such an interview on either the 14th or 15th of February at State Parks headquarters in Tumwater.

Please use the checklist provided in Attachment A for your convenience. Responses that fail to provide specific information to adequately describe their response to any question contained in this RFQ may be deemed non-responsive and may be rejected. The RFQ Coordinator or a designated evaluation team member may contact the Vendor for clarification of any portion of the Vendor's response. Only responses meeting the requirements will advance for further evaluation.

4.2 Statement of Qualification Requirements (Scored)

The purpose of the Statement of Qualifications (SOQ) is to provide the Commission with evidence that the Vendor has sufficient technical experience in providing the required services as described herein. The SOQ will be evaluated and scored based on the Vendor's response to Attachment C. Evaluation scoring will be based on the Vendor's abilities to include comprehensive expertise, relevant experience and experience in cost controls. There are 250 points possible for the SOQ.

4.3 Overall Score Determination

Phase	Evaluator	Category	Maximum Points
Preliminary RFQ	RFQ Coordinator	Administrative Screening	0 points
		Relevant Experience	50 points
		Experience in Cost Controls	25 points
		Availability	25 points

Scoring by Review Team

Introduction

Each statement should contain responses to all details required as listed below, and failure to do so may result in failure to pass administrative screening. Maximum points are indicated by category in this section. Scoring teams will use the following guidelines in determining scoring:

Relevant Experience

- Prospective contractor has a proven track record of experience in delivering high quality products within subject category. (100%)
- Prospective contractor has solid experience within subject category but does not have a proven track record of delivering high quality products in all aspects of the subject or the experience is not fully established. (75%)
- Prospective contractor has some experience within subject category or related subject but does not have a proven track record of delivering high quality products in that subject (50%)
- Prospective contractor has not demonstrated experience within the subject category, but appears to have personnel that could creatively and competently execute the work. (25%)
- Prospective contractor has neither demonstrated experience in the subject category or related subjects. (0%)

Experience in Cost Controls

- Prospective contractor has a proven track record of delivering renowned high quality products, similar to those asked in this solicitation, on time and within budget. (100%)
- Prospective contractor has a proven track record of delivering competently executed products, similar to those asked in this solicitation, on-time and within budget. (75%)
- Prospective contractor has a proven track record of delivering products, not necessarily similar to those asked in this solicitation, on time and within budget. (50%)
- Prospective contractor does not have a proven track record of delivering products, similar to those asked in this solicitation, on-time and within budget, but appears to have personnel that can do so for this project. (25%)
- Prospective contractor has not demonstrated the capacity to produce products similar to those asked in this solicitation, on time and within budget. (0%)

Availability

- Prospective contractor's project manager and support team have demonstrated availability as requested in Attachment "C" (100%)
- Prospective contractor's project manager and support team have demonstrated substantial availability as requested in Attachment "C" but minor project delays are likely. (75%)
- Prospective contractor's project manager and support team have demonstrated substantial availability, but substantial project delays are likely. (25%)
- Prospective contractor's project manager and support team have not demonstrated substantial availability, and significant project delays are likely. (0%)

Scoring Tables

Please reference Attachment D.

4.4 Evaluation Team

An evaluation team consisting of representatives from Commission staff and other Commission authorized personnel will perform the evaluation of the Vendor's responses. Responses will be evaluated strictly in accordance with the requirements set forth in this RFQ and any amendments, which are issued.

4.5 Reference Checks

Vendors shall include a minimum of three (3) references per line item indicated in the Statement of Qualifications (Attachment C). The same reference may be used for more than one line item. References should speak to the quality of the Vendor's previous work as well as their ability and capacity to deliver similar projects on time and within budget. Vendors may also provide Internet websites that contain information regarding past or current projects that are related to this RFQ.

The Commission reserves the right to obtain information concerning the Vendor's ability and capacity pertinent to this RFQ from any and all sources, and to consider such information in evaluating the responses and selecting the Qualified Vendors (QV). It is the Vendor's responsibility to alert the references provided that they have been named as potential references under this RFQ.

4.6 Notification of Qualified Vendors (QV)

Notifications of the QV's will be E-mailed to all responding Vendors in a batch format according to the Procurement Schedule to the RFQ Contact email address provided in the Vendor's response (reference Attachment B (1)(f)). Failure to provide RFQ Contact email will prevent the Commission from including your firm in the initial notification process.

4.7 Debriefing

All Vendors who submit a response, and were not selected as a QV, will be given the opportunity for a debriefing conference if requested. The request for a debriefing conference must be made in writing, including email, and received by the RFQ Coordinator within five (5) business days after notification of the QV's. Debriefing requests must be made to the RFQ Coordinator. Debriefing requests made to any party other than the RFQ Coordinator shall not be considered. A debriefing will be scheduled within ten (10) business days of the request. If additional time is required, the requesting party will be notified of the delay.

Discussion will be limited to a critique of the requesting Vendor's response. Comparisons between responses or evaluations of other responses will not be allowed. Debriefing conferences may be conducted in person or by telephone, and will be scheduled for a maximum of one (1) hour.

4.8 Appeal Process

If prospective bidders have any questions about the Qualified Vendor selection process at anytime, they are encouraged to contact the RFQ Coordinator. At this RFQ stage, decisions by the Agency will be final with no appeal process provided.

5 ATTACHMENTS

Attachment “A” – Checklist For Contents And Responsiveness

This checklist is provided as a convenience for your response preparation. This form will also be used to screen each response for initial responsiveness. If you have any questions concerning these requirements please contact the RFQ Coordinator.

_____ **One (1) complete original response and four (4) paper copies** of the required documents were submitted to the appropriate location on time per the RFQ schedule. (reference Section 3.1)

_____ **Letter of Submittal** has been **signed** by an individual authorized to legally bind your company and the original signature copy has been submitted.

_____ All **Required Vendor Information** (Attachment B) has been included in Vendors response.

_____ **Statement of Qualification Requirements** have been met and response (Attachment C).

Attachment "B" - Required Vendor Information

(1) Vendor Identifying Information

(a) Vendor Name and Address

Provide Vendors name, address, principal place of business, and telephone number.

Name: _____
Address: _____
City, State, Zip: _____
Phone: () _____
Company Internet Website: _____

(d) Location Address (if different from above (1)(a))

Address: _____
City, State, Zip: _____

(d) Principal Officer

Name, address and business telephone number of the principal officer (e.g.: President, Vice President, Treasurer, Board Chairperson) of the Vendor organization.

Name & Title: _____
Address: _____
City, State, Zip: _____
Email: _____
Phone: () _____

(d) Organization and Year

Legal status and business structure (corporation, partnership, sole proprietorship, etc.) of the Vendor and the year entity was established.

Status: _____
Year Established: _____

(e) Employer Identification

Employer identification numbers. Sole proprietorships and individuals may provide their Social Security number in lieu of a Federal Tax Identification Number.

Federal Tax Identification No. (T.I.N.) _____

WA Uniform Business Identifier _____

(f) RFQ Contact

Contact information for Vendor's RFQ Contact.

Name & Title: _____
Address: _____
City, State, Zip _____
E-Mail: _____
Phone: () _____
Fax: () _____

(2) **Additional Mandatory Information**

(a) **Contract Performance**

Indicate if the Vendor has had a contract terminated for default in the last three- (3) years. Termination for default is defined as notice to stop performance which was delivered to the Vendor due to the Vendor's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Vendor, or (b) litigated and determined that the Vendor was in default. If no such terminations exist, the Vendor is to so declare.

Note: If the Vendor has had a contract terminated for default in this period, the Vendor shall submit full details including the other party's name, address, and phone number. The Commission will evaluate the facts and may, at its sole discretion, reject the response on the grounds of past experience.

Termination: _____

Reason: _____

(b) **Vendor's Employee Relationship to State**

If the Vendor or any party named above was, or is, an employee of the State during the past 24 months, the following information is required: 1) name; 2) agency employed by; 3) title; 4) and separation date.

If, following a review of this information, it is determined by the Commission that a conflict of interest exists, the Vendor may be disqualified from further consideration for the award of this contract. If no such relationship exists, the Vendor is to so declare.

Company: _____

Agency: _____

Title: _____

Separation Date: _____

(c) **Persons Employed Both by State and Vendor**

Vendors employing or having on their governing board as of the date of their response, State employees, or former State employees shall identify such persons and their position and responsibilities within the Vendor's organization. If, following a review of this information, it is determined by the Commission that a conflict of interest exists, the Vendor may be disqualified from further consideration for the award of ensuing contracts. If no such relationship exists, the Vendor is to so declare.

Name & Title: _____

Agency: _____

Responsibilities: _____

Current or Former Employee? _____

If former, provide separation date _____

(d) **Subcontracts or Partnerships**

If the responding Vendor is using the capabilities of any subcontractor(s) or partner(s), that are not a part of the Vendor's company/business, in responding to this RFQ, then these entities must be identified below (add additional boxes for each subcontractor proposed). If no such relationship exists at the time the response is submitted, then use of any subcontractors requires prior written consent of the Commission.

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

()

**General Description of
Responsibilities and/or
Categories of Expertise:** _____

Attachment "C" – Statement of Qualifications (SOQ)

DEMONSTRATION OF EXPERIENCE AND COST CONTROL CAPABILITY

Within their SOQ's, prospective contractors, and/or their associated sub-contractors, should demonstrate expertise and experience in the full range of technical subjects and academic fields necessary to meet the purposes of the project. The narrative portion of the SOQ should respond to each of the following within a maximum total of 12 pages, plus a maximum three-page Letter of Submittal. A maximum additional 10 pages of graphic documentation representative of the firm's projects is permitted. The maximum number of narrative pages permitted within the SOQ for each category follows the description.

The Commission is seeking a strong and experienced park planning project manager to lead a consortium of skilled professionals. For each of the following subject areas, identify what firm and individuals within that firm you propose to use for the project. If the scope of the project is too general to determine the specific individual at this time, identify several individuals you may use depending on a refined scope. Vendors shall include a minimum of three (3) references per subject area. Vendors shall include a description of cost controls for each subject area.

1. Project Manager, including specific experience with project of this size and type including cost controls and quality assurance. All referenced projects must be those managed by the proposed project manager. (2 page max.)
2. Hydrologist, wetland delineator and biological evaluation author, including one or more of the following fields: biology, wetland delineation, hydrology, park planning, environmental studies (2 page max.)
3. Permit Specialist, including experience with relevant federal, state, and local regulatory requirements in one or more of the following fields: environmental impact assessment and permitting; land use permitting; development permitting; Washington State Environmental Policy Act (SEPA) and National Environmental Policy Act (NEPA) documentation (2 page max.)
4. Drafter, including Geographical Information System (GIS) and CADD drafting and design (1 page max.)

AVAILABILITY

Within their SOQ's, prospective contractors, and/or their associated sub-contractors, should demonstrate their availability in the full range of technical subjects to meet the project schedule. The narrative portion of the SOQ should respond to the following statement of availability within a maximum total of 4 pages:

1. Project Manager: The Project Manager should be capable of devoting approximately 10-20 hours per week for the duration of the project. For the first 2 months of the project, a minimum of 20 hours per week should be expected.
2. Hydrologist and wetland delineator: The hydrologist and wetland delineator be capable of devoting 40 hours /week from the beginning of the contract for approximately 21 working days when the hydrology report and wetland delineation should be completed.
3. Permit Specialist: The environmental and land use permit specialist should be capable of devoting approximately 30 hours per week on the project starting in May 2007 for approximately 2 months, with substantial though lesser (approximately 10 hours per week) amounts of time before and afterward.
4. Drafter: Support as necessary for the hydrologist and permit specialist.

Attachment “D” – Scoring Tables

RELEVANT EXPERIENCE

Subject Category/Weighting	Prospective contractor has a proven track record of experience in delivering high quality products within subject category. (100%)	Prospective contractor has solid experience within subject category but does not have a proven track record of delivering high quality products in all aspects of the subject or the experience is not fully established. (75%)	Prospective contractor has some experience within subject category or related subject but does not have a proven track record of delivering high quality products in that subject (50%)	Prospective contractor has not demonstrated experience within the subject category, but appears to have personnel that could creatively and competently execute the work. (25%)	Prospective contractor has neither demonstrated experience in the subject category nor related subjects. (0%)
Project management/15					
Wetland delineation and hydrology/15					
Permitting/15					
Drafting/5					

EXPERIENCE IN COST CONTROLS

Type of Service/Weighting	Prospective contractor has a proven track record of delivering renowned high quality products, similar to those asked in this solicitation, on-time and within budget. (100%)	Prospective contractor has a proven track record of delivering competently executed products, similar to those asked in this solicitation, on-time and within budget. (75%)	Prospective contractor has a proven track record of delivering products, not necessarily similar to those asked in this solicitation, on-time and within budget. (50%)	Prospective contractor does not have a proven track record of delivering products, similar to those asked in this solicitation, on-time and within budget, but appears to have personnel that can do so for this project. (25%)	Prospective contractor has not demonstrated the capacity to produce products similar to those asked in this solicitation, on-time and within budget. (0%)
Project Management/25					

AVAILABILITY

Subject Category/Weighting	Prospective contractor's project manager and support team have demonstrated availability as requested in Attachment "C" (100%)	Prospective contractor's project manager and support team have demonstrated substantial availability as requested in Attachment "C" but minor project delays are likely. (75%)	Prospective contractor's project manager and support team have demonstrated substantial availability, but substantial project delays are likely. (25%)	Prospective contractor's project manager and support team have not demonstrated substantial availability, and significant project delays are likely. (0%)
Project management/10				
Wetland delineation and hydrology /5				
Permitting/5				
Drafting /5				



STATE OF WASHINGTON

WASHINGTON STATE PARKS AND RECREATION COMMISSION

7150 Cleanwater Drive SW • P.O. Box 42650 • Olympia, WA 98504-2650 • (360) 902-8500

Internet Address: <http://www.parks.wa.gov> - TDD: (360) 664-3133

January 26, 2007

To: Interested Vendors

Re: Amendment No. One (1) – Twin Harbors State Park Planning, Design and Permitting Project RFQ

Below are revisions to the RFQ:

Section 1: The completion of the project is estimated to end 2011 instead of 2009 as written in the RFQ.

Section 4.2: There are 100 points available for scoring instead of the 250 points written in the RFQ.

Please change your copy of the RFQ to reflect these changes and order your response accordingly.

Thank you. If you have any questions, please contact me at (360) 902-8635 or brian.hovis@parks.wa.gov.

Sincerely,

Brian Hovis
RFQ Coordinator